

~~CONFIDENTIAL~~

Chief, Management Staff

6 July 1956

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Weekly Report - Week Ending 5 July 1956

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1. Mr. [REDACTED] reported for duty. He is now attending the Basic Orientation training program which will last 3 more weeks.

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2. Two members of this staff, Mr. [REDACTED] and I, and Miss [REDACTED], Records Officer, Logistics Office, completed the required work of the Third Institute of Records Management and received certificates from the American University. This program provides an opportunity to learn the best techniques in records management from recognized leaders in government and industry. The American University plans to continue the program each year and I propose that appropriate members from our staff enroll in future programs.

3. The Records Center had on hand 27,914 cubic feet of records, the equivalent of 3,489 four drawer safe filing cabinets. This is an increase of 8,199 cubic feet over the same period in 1955. It is significant to note that in the first 6 months of this calendar year the Records Center received 14.7% more inactive records than were received for the entire calendar year of 1955.

4. Two requisitions for 43 pieces of filing equipment were cancelled. This was possible through the application of records control schedules which had been completed for the offices requesting the new equipment. This equipment would have cost the Agency over \$13,000. Another requisition for filing equipment was revised to eliminate the use of key locks, bringing about a savings of approximately \$100.

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